

**Tasking Memorandum No. 00- 64**

**Memorandum For:** Commanders Defense Contract Management Districts and Contract Administration Offices

**Subject:** Year 2000 (Y2K) Transition

**Date:** December 6, 1999

**Suspense Date:** January 7, 2000

**Target Audience:** District and CAO Commanders, District and CAO Business Continuity Teams

**Requirements(s):**

- We have been preparing for the Y2K transition for the last two years, and we are confident that we will make that transition successfully. However, we must not become overly complacent. Accordingly, Commanders are to notify members of their Business Continuity Teams (see Appendix F to the DCMC Y2K Business Continuity and Contingency Plan) that they may be called in to work during off-hours during the period December 31, 1999 and January 7, 2000. Commanders should also ensure that their Business Continuity Team member telephone call lists are current and complete. Appendix F to the DCMC Y2K Business Continuity and Contingency Plan lists the currently assigned Business Continuity Team points of contact. Appendix F can be found at [www.dcmc.dla.mil/y2k/bccp.htm](http://www.dcmc.dla.mil/y2k/bccp.htm) and has also been included in the Y2K CD ROMs we previously distributed to all field activities.
- Should it become necessary to call in Business Continuity Team members during off-hours, Commanders are to ensure that those team members are appropriately compensated in accordance with relevant regulations and labor-management bargaining agreements. If there are any questions, please contact Mr. Vic Szabo, DCMC-AB, (703) 767-2373, or e-mail [vic\\_szabo@hq.dla.mil](mailto:vic_szabo@hq.dla.mil).

**Point of Contact for Further Information:**

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**Signature:**



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